

How To Check Your Remaining Fitness Flex Visits



MANSFIELD
COMMUNITY CENTER
Family, Fitness & Fun!

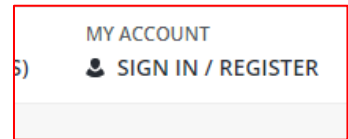
Updated 1.13.2023

1. Start at <http://www.mansfieldcc.com>; select the first green circle mid-way down the webpage to access the “Online Registration” portal.



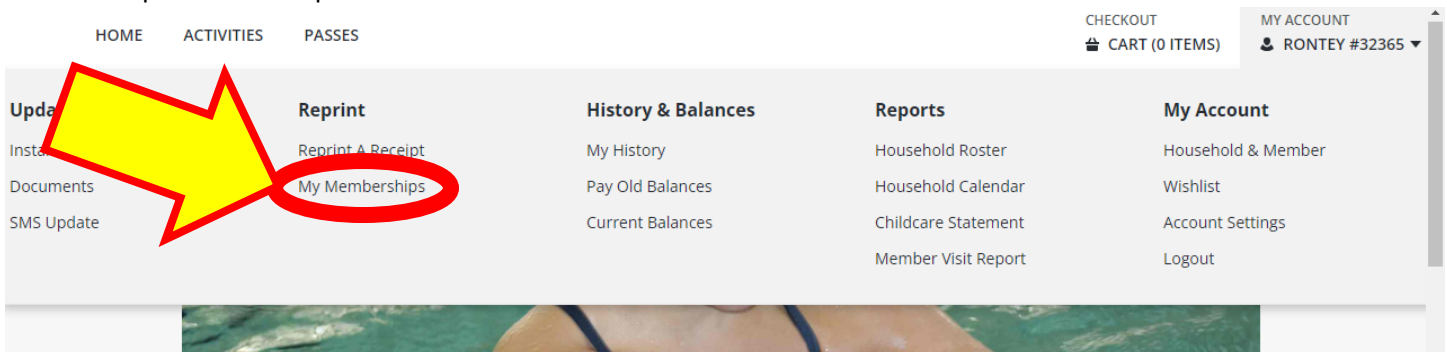
2. Click “My Account – Sign In/Register” in the upper right hand corner, and log in:

- a. In order to register for programs or access membership information you will need to login with an account. **For those that have registered for programs or membership in the past through our office, you already have an online account.** The Username is your 10 digit Home/Primary Phone (Ex: 8604290000) and Password is Primary Guardian's Last Name with the first letter capitalized (unless you have logged in and manually changed it before). If this doesn't work, please click the “forgotten password” link for assistance or call 860-429-3015 ext. 0



Username: _____ **Password:** _____

3. Once logged in, the screen will appear with a series of selections you have seen before. You will again select the “My Account” button in the upper right-hand corner. This time, a menu will appear. Under “Reprint” select “My Memberships” from the options.



4. Select the name of the member the Fitness Flex Pass is associated with.
5. Under “Membership Details” find the Fitness Flex pass(es) active on your account – the far right column shows “Punches Left”

To view the dates the Fitness Flex pass was used:

1. Return to step 3 above, selecting the “My Account” button in the upper right-hand corner
2. When the menu appears look under “Reports” for “Member Visit Report”
3. The next page allows you to select which passes, and pass history you would like to view, and enter a date-range for visits. Select your Fitness Flex passes and adjust the date range accordingly, then click “submit”.
4. An email report will be sent to the primary email address on file.

PLEASE NOTE: If you did not swipe at class (computer was unavailable) and a manual entry was required, the “swipe” may be listed for a date other than the actual class date. We enter these in as timely a manner as possible, but date and time may vary from your actual class attendance.